



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10379780  
**Procuring Entity** DEVELOPMENT ACADEMY OF THE PHILIPPINES  
**Title** 1 Lot Procurement of Events Management Company for the DAP Christmas Gala Night.  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	112923	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	01/12/2023
<b>Approved Budget for the Contract:</b>	PHP 970,000.00	<b>Last Updated / Time</b>	30/11/2023 15:12 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/12/2023 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	ALVIN PACULA MAGTANGOB BUYER 1 San Miguel Ave., Pasig City Metro Manila Philippines 1600 63-2-63-02-6310921  magtangoba@dap.edu.ph		

#### Description

1 Lot Procurement of Events Management Company for the DAP Christmas Gala Night.

- Scope of service includes the ff:
  1. Conceptualize, manage and implement the overall program scenario for the DAP Christmas Gala Night.
  2. Form an event management team that will execute, oversee and manage the required onsite physical and technical requirement of the event which may include but not limited to:
    - A. PRODUCTION TEAM: (1) Account Manager, (1) Production Manager, (1) Production Coordinator, (1) Spinner, (1) Light Director, (1) Resolume Operator, (1) Copywriter, (1) Director, (1) Floor Director, (1) Technical Director, (3) Stage Hands & (1) Utility
    - B. LIGHTS AND SOUNDS: (1) Utruss, (16) Sharpy Moving Heads, (6) Mac Aura Moving Heads, (6) Viper Moving Heads, (12) Line Array Speakers, (6) Powered speaker, (4) Wired Microphones, (4) Wireless Microphones, (1) Stage Setup & (1) Generator Set.
    - C. REGISTRATION TEAM
    - D. HOST includes (1) Female and (1) Male
    - E. PERFORMER
    - F. PHOTO AND VIDEO DOCUMENTATION : (3) Videographers, (1) Side Editor & (2) Photographers
    - G. EVENT STYLING : (1) Photowall & (1) Confetti Blast
    - H. GRAPHIC DESIGN: (1) Event Deck & (1) Milestones Video
    - I. HOSPITALITY RIDER: (60) Crew Meals, (1) Contingency Fund, (1) LGU Trucking permits & Transportation

DATE AND TIME OF EVENT: Dec. 18 - 8am to 4pm Ingress; 10pm to 1am (Dec. 19) egress.  
 VENUE: PICC Pasay Manila.

NOTE: The approved Budget for the contract is NINE HUNDRED SEVENTY THOUSAND PESOS ONLY inclusive of all applicable taxes and necessary permits.

**Created by** ALVIN PACULA MAGTANGOB  
**Date Created** 30/11/2023

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